**[Name of Organization]**

**Board Profile**

Each Board should determine the categories that are appropriate for them and adjust this template accordingly. For example, in the first section, if your group has no need of someone on the board who is experienced in volunteer coordination, delete that. Add others as appropriate. Of course, it may also be necessary to adjust the number of board members or recruits. This is a Word table and easily amendable. Some may prefer to build this as an Excel or Google spreadsheet and edit from there.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Current Board Members** |  | **Recruits** |
|  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |  | A | B | C | D | E | F |
| **Roles (C=current, F=future, N=never!) These are your officers and committee members. What do you need now and in the future? This block is where you start board succession planning.)** |  |  |
| President |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Vice President |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Treasurer |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Secretary |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Fundraising |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Governance |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Membership |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Education |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Finance |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Outreach and Public Relations |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Legal/Compliance |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Advocacy |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Volunteer Coordination |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Skills, Experiences, Characteristics (Make sure to think about the *skills you need in the boardroom* when choosing!)** |  |  |
| Administration/Management |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Advertising/Marketing |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Advocacy/Lobbying/Government Relations |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Business/Entrepreneurship |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Community Service |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Education/Teaching |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Finance/Accounting |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Fundraising |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Grant Writing/Reporting |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Laws and Government |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Leadership Skills |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Mission Knowledge |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Nonprofit Experience |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Personnel/Human Resource |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Policy Development |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Program Evaluation |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Public Relations/Communications |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Special Events |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Strategic Plans |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Technology |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Volunteer Management |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Residence (Do you need people from the north, south, east and west of the territory you serve? Urban and rural?)**  |  |  |
| Neighborhood/Area/Region 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Neighborhood/Area/Region 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Neighborhood/Area/Region 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Neighborhood/Area/Region 4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Neighborhood/Area/Region 5 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Neighborhood/Area/Region 6 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Stakeholder Group (Do you have any special interests whose perspectives would be valuable? For example, an education-related organization might want to have teachers, parents, alumni, etc.)** |  |  |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Community Networks (Is it important to have people from different faith backgrounds? Political persuasions? Connections in various civic groups? Decide what is important to you and delete the rest.)** |  |  |
| Business/Chamber of Commerce |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Church/Faith Community |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Neighborhood Association |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Civic Organizations/Clubs |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Political Party or Organization |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Professional Association |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Similar/Related Organizations |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Gender (Think through whether balance is important for your mission and governance work.)** |  |  |
| Male |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Female |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Non-binary |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Age (What are the mission-related reasons to have a mix of younger and older board members?)** |  |  |
| Under 30 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 31-40 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 41-50 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 51-60 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 61-70 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 71-80 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Over 80 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Race/Ethnicity (What are the mission-related reasons to have a board that is racially diverse? Whose voices must be in the room to ensure equitable and inclusive decision-making?)** |  |  |
| African American/Black |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Asian/Pacific Islander |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Caucasian |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Hispanic/Latino |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Native American |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Other |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Personal Style** |  |  |
| Consensus Builder |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Good Communicator |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Strategist |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Team Player |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Visionary |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| A picture containing person, outdoor, person, purple  Description automatically generatedThis document was created by Cathy Allen of The Board Doctor, LLC and is intended for groups to use as a template, making changes according to their own board development needs. More information is available online at [www.TheBoardDoctor.org](http://www.TheBoardDoctor.org) and through LinkedIn and Facebook. Call Cathy directly at 757-763-8532 or email Cathy@TheBoardDoctor.org. |